

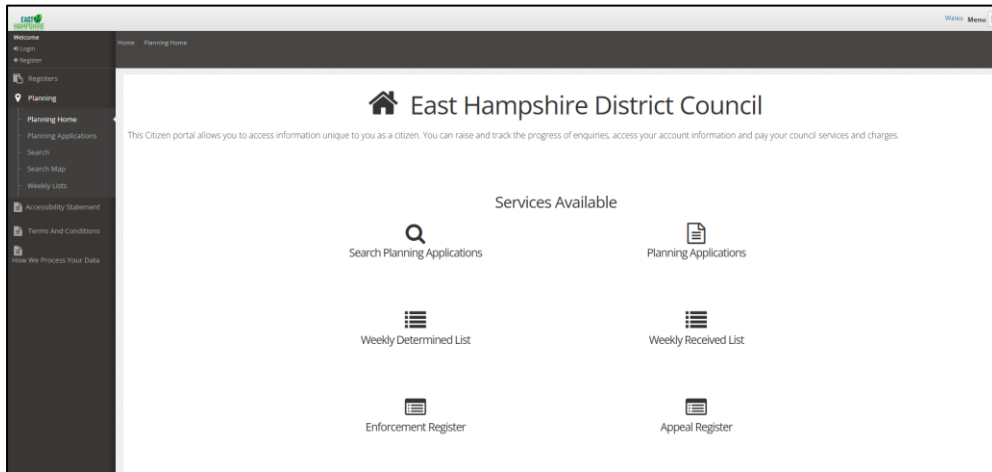
Paper for	Holybourne Village Association
Purpose	To provide a “how to guide” to the East Hants District Council Planning portal for Holybourne residents
Date	April 2025
Author	Helen Walters

[East Hampshire District Council](#) (EHDC) is the part of local government that makes the decision on planning issues in Holybourne. Anyone can look at the details of any planning applications submitted to EHDC. Anyone can comment on any planning application that is submitted to EHDC.

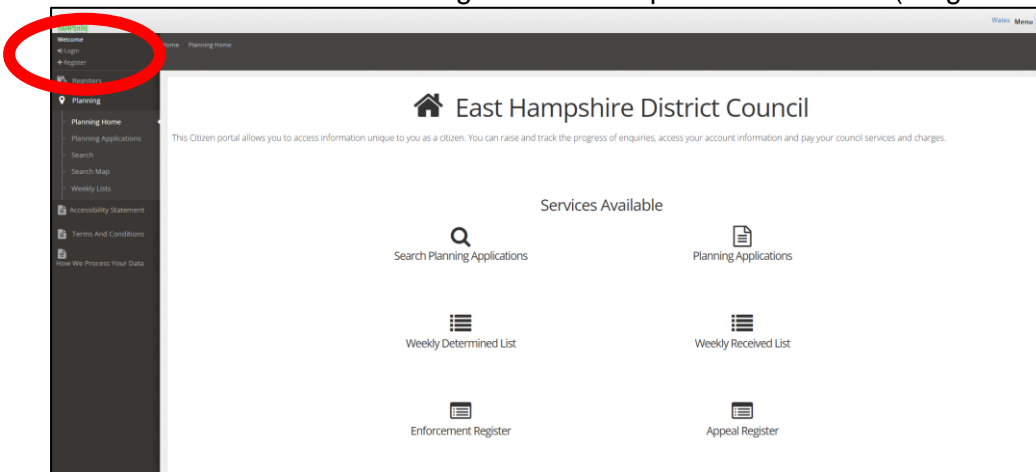
In order to see and comment on any planning application you need to register on the EHDC [Planning Portal](#). Below is a guide to do that.

To access the EHDC Planning portal click on this link:
<https://publicaccess.easthants.gov.uk/planning/index.html>

Your screen should look like this.



You need to Register.
 To do this click on the word “Register” in the top left hand corner. (rung in red below)



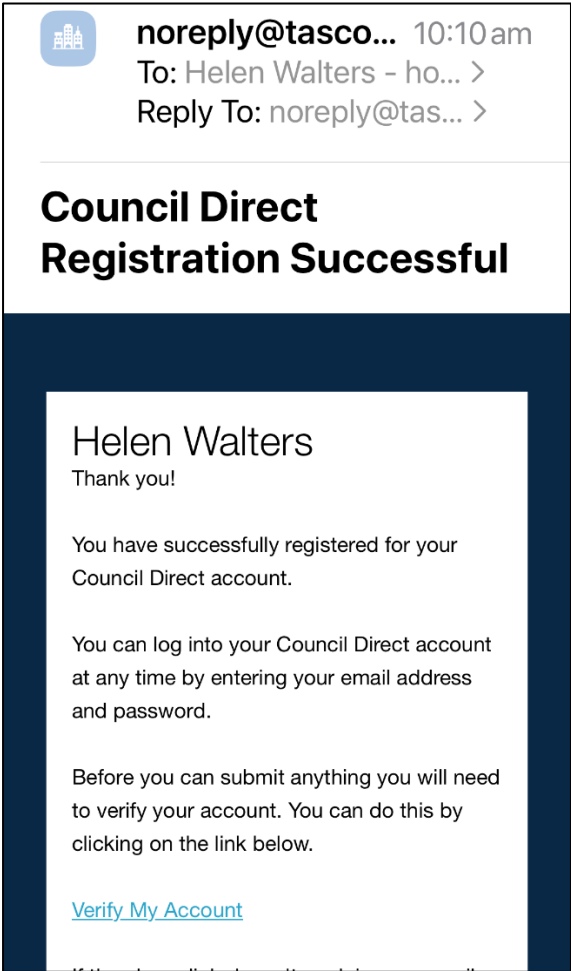
When you do this your screen should look like this.

Welcome to East Hants | East Hampshire District Council
Registration
 This panel works in conjunction with East Hampshire District Council's Great Britain to provide access to online services.
 By registering and signing in you can have access to the following online services:
 • Planning

Registration
 Email* Confirm Email*
 Password* Confirm Password*
Your password should be longer than 7 characters and must contain one uppercase letter, one number and a special character.
 Select a title
 First Name*
 Last Name*
 Company Name
Address
 Building Number*
 Postcode*
 Confirm your address and email to add it manually?
 Telephone* Mobile*
We want you to know exactly how our services work and why we need your registration details. The data that you submit will only be used for the services provided by this portal. Your personal details will be treated with the highest care and your local authority will not use this information for any other reasons.
Please state that you have read and agreed to the terms before you continue.
 I agree to the Terms and Conditions *
 I'm not a robot

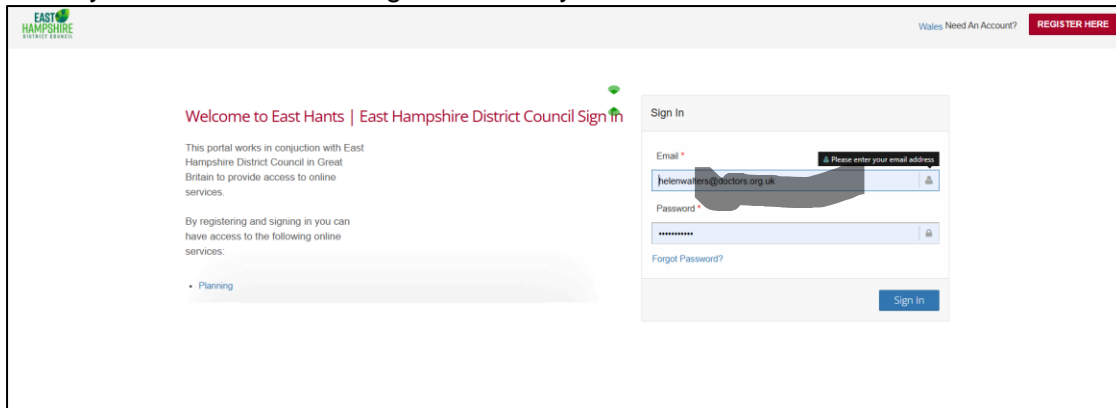
You need to complete this form and hit the blue “Register” button (bottom of form).

You will be sent an email (screenshot below). You need to click on the “Verify my Account” link.

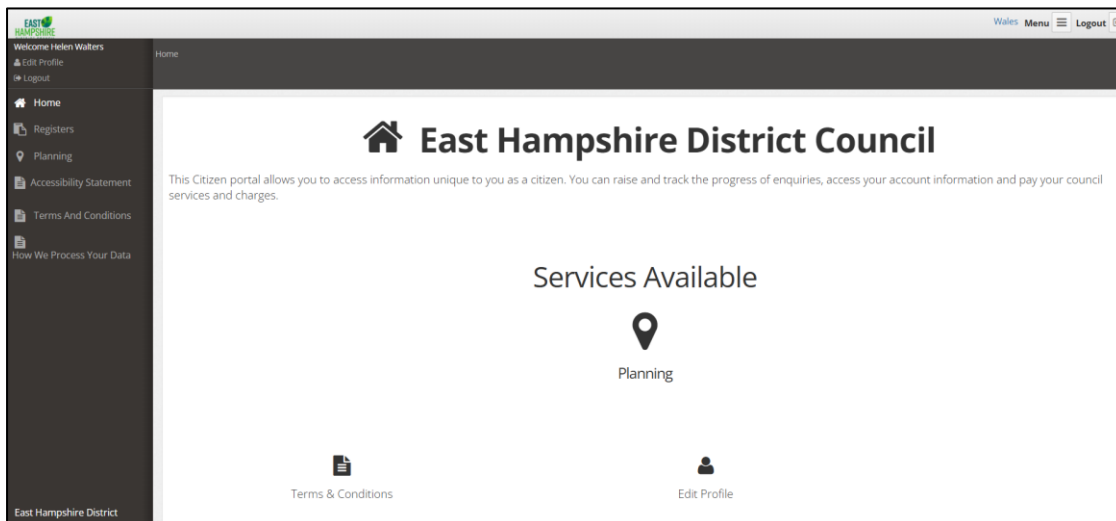


Once you have verified your email address you can use the red “Sign In” button (top right hand corner) to sign in.

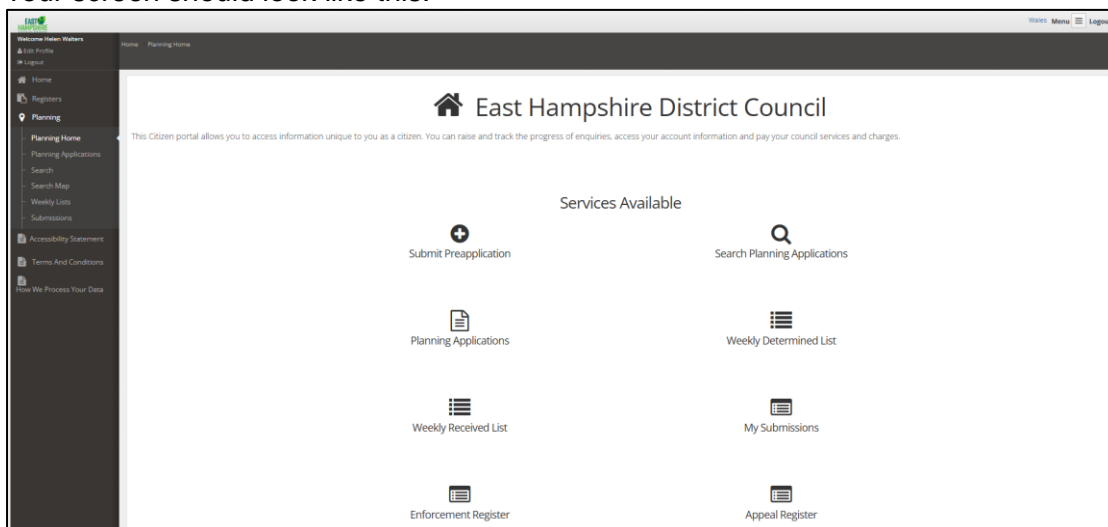
When you click on the red “Sign In” button your screen should look like this:



Once you sign in your screen should look like this:



Click on the word “Planning” in the centre of the screen.
Your screen should look like this:



To look at planning application click on “Search Planning Applications”.

Your screen should now look like this:

To find all planning applications in Holybourne put the word “Holybourne” into the box containing the word “address” - rung in red below – and hit the green “Search” button at the bottom of the page.

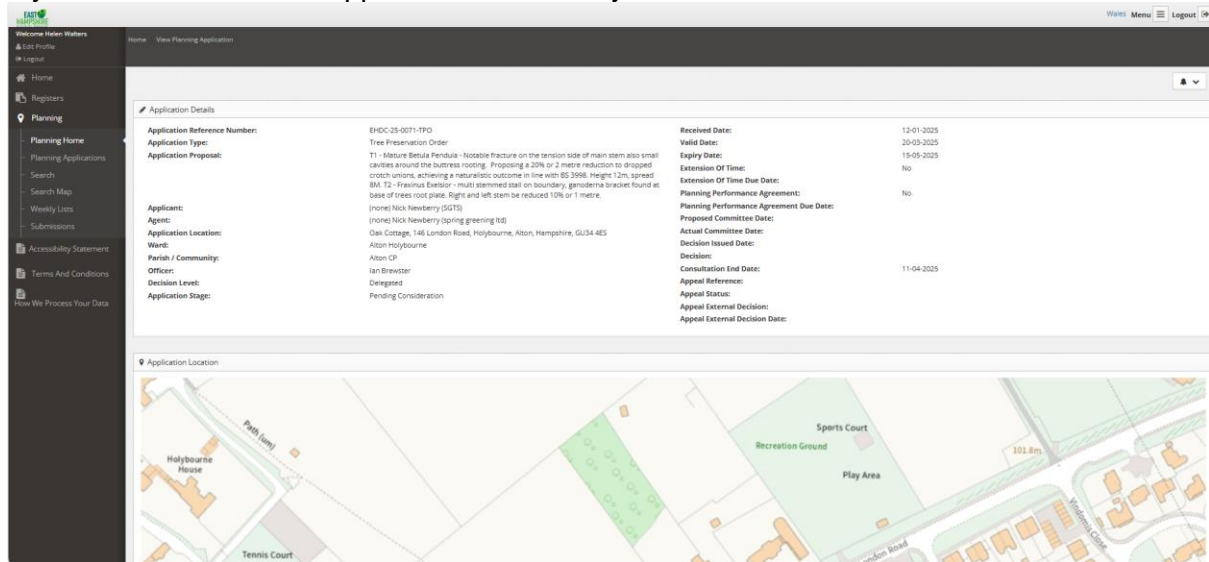
You should now be able to scroll down and see a list of planning applications (current and past) which looks like this:

Application Reference	Application Type	Location Details	Proposal	Ward	Community	Consultation Closes	Decision	View
EHDC25-0071-TPD	Tree Preservation Order	Oak Cottage, 146 London Road, Holybourne, Abton, Hampshire, GU34 4ES	T1 - Mature Beula Fenzula - notable feature on the tension side of main stem also small cavities around the buttress rooting. Proposing a 20% or 2 metre reduction to dropped crown unions, achieving a naturalistic outcome in line with BS3998. Height 12m, spread BM T2 - Fraxinus Excelsior - multi stemmed tall on boundary. gnomonia stacked found at base of trees root plate. Right and left stem be reduced 10% or 1 metre.	Abton Holybourne	Abton CP	11-04-2025	Decision	View
EHDC24-0076-HSE	Householder	198 London Road, Holybourne, Abton, Hampshire, GU34 4HU	Dropped kerb and new tarmac area for parking	Abton Holybourne	Abton CP	04-04-2025		View
EHDC25-0189-TCA	Trees in a conservation area applications	132 London Road, Holybourne, Abton, Hampshire, GU34 4ES	Fel - Ilic tree and small holly tree Removal - Corner hedge which is significantly encroaching across the public pavement.	Abton Holybourne	Abton CP	23-04-2025		View
22387/072	Removal/Variation of Condition	Treloar College Powell Drive, Holybourne, Abton, Hampshire, GU34 4GL	Variation of condition 1 of 22387/069 to change the wording to - This permission shall be restricted to a limited period expiring on January 2028 when the building hereby permitted shall be permanently removed from the site, unless a further permission is granted in writing by the Local Planning Authority	Abton Holybourne	Abton CP	04-02-2025	TEMPORARY PERMISSION	View
60227/001	Discharge of Conditions	39 Howards Lane, Holybourne, Abton, Hampshire, GU34 4EH	Discharge Condition 3 - window Material of planning application 60227 - Two storey side/rear extension following demolition of existing ground floor extension and landscaping (Amended description) (Amended plans uploaded 08/04/2024)				Condition Discharged	View
22387/071	Non Material Amendments	Treloar College Powell Drive, Holybourne, Abton, Hampshire, GU34 4GL	Non Material Amendments to application 22387/069 - Amending of description of developments to				Refused	View

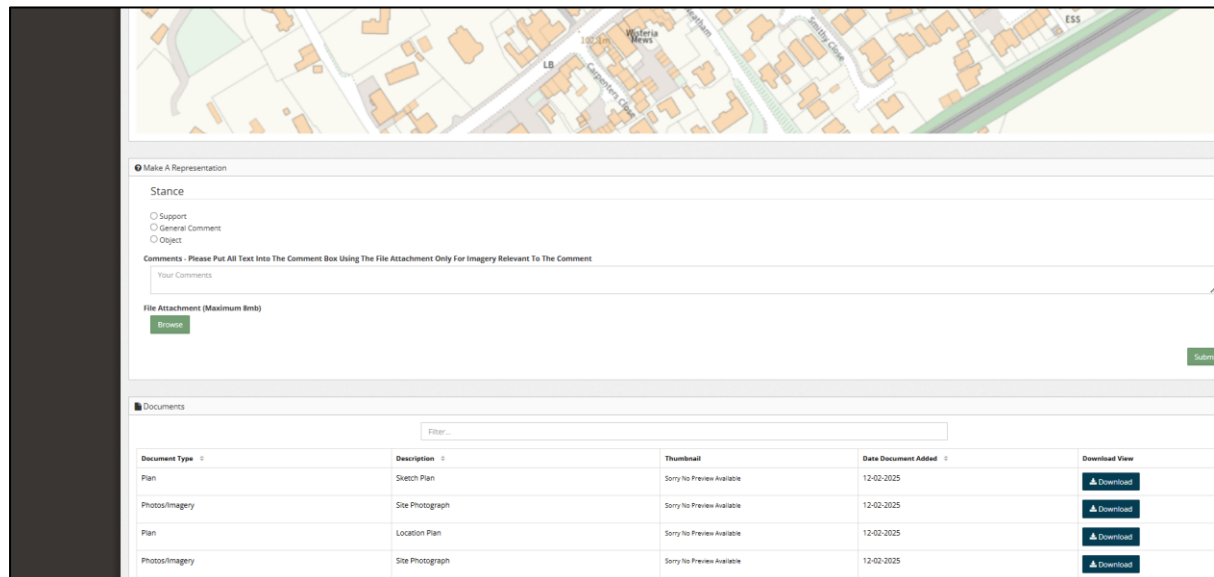
If you look at the column headed “Decision” you will see that this is blank in some cases. These are the applications where a decision is yet to be made and on which anyone can comment.

To look at the details of any planning application (past or present) click on the black button with the word “view” in it.

If you do this for the first application on the list you will see a screen like this:

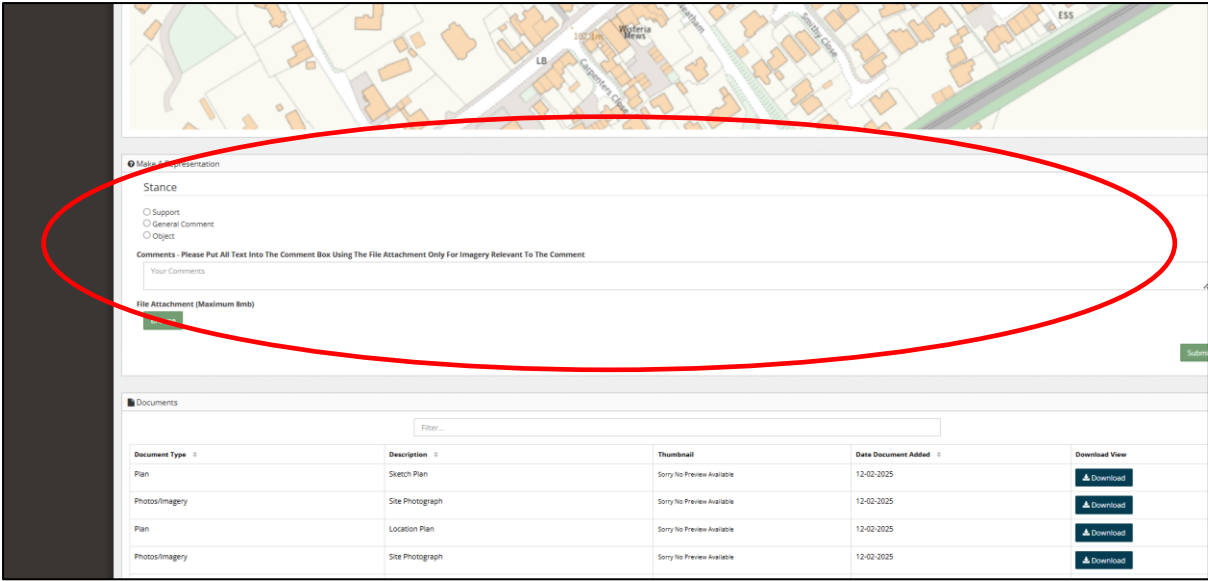


If you scroll down this page you will see something like this:



This is the page on which you can submit your comments and which you use to access all the documents linked to the application.

To submit your comments you use this section:



And to view any documents you click on the black buttons with the word "Download" written on them.

